

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF PLANNING**

Jurisdictional Class: **Competitive**

Date Adopted:

Date Revised: **September 27, 2000**

Jurisdictions: **County**

Union Status: **Exempt**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The Director of Planning is responsible for the initiation, coordination, formulation, review and direction of activities undertaken by a county planning agency. Projects are assigned to subordinates who are responsible to the Director for their progress and eventual completion. Duties call for the exercise of the highest level of professional knowledge and ability. The Director reports to the legislative body of the county from whom administrative direction is received. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Determines feasibility and potential value of proposed projects and makes decisions regarding such questions as priorities and the extent and scope of studies;

Assigns responsibility for Individual projects to subordinate staff members, coordinates projects involving more than one unit and reviews and approves finished work;

Periodically evaluates effectiveness of projects under development and issues instructions governing their progress as needed;

Supervises consultants engaged to assist in the preparation of advanced specialized studies;

Maintains top level contact with governmental officials, representatives of industry and community leaders regarding planning objectives;

Directs the preparation of publicity and news releases for acquainting the public with planning programs;

Speaks before community groups and other gatherings to further understanding of planning objectives;

Keeps up-to-date on new developments in planning field and urban community development;

Participates in professional organizations and meetings for extending knowledge of current developments;

Reports to chief executive and/or local legislative officials on unit activities and future plans;

Advises town and village planning and zoning boards on planning, zoning and subdivision control matters as requested;

Conducts staff conferences to provide general direction to unit work;

Participates in and supervises the preparation of written informational and instructional material regarding projects in planning unit budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the purposes, principles, terminology and practices employed in county planning; exceptional ability to prepare and supervise the preparation of complex detailed and master plans for community development; extensive knowledge of zoning and subdivision practices; extensive knowledge of advanced professional techniques in field of planning; exceptional ability to make professional judgment requiring advanced technical knowledge and skills; extensive knowledge of legislation, current problems and professional literature in field; outstanding professional leadership ability.

Last Reviewed: 09/27/00

Last Updated: 09/27/00

Reviewed By: n/a

Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State recognized or regionally accredited four (4) year college or university with a bachelor's degree and five years of experience in municipal, community or regional planning or related work of which two years must have been in a responsible supervisory or administrative capacity; **OR**
- (B) Completion of a program leading to a master's degree in Planning and four (4) years of experience in municipal, community or regional planning or related work of which two (2) years must have been in a responsible supervisory or administrative capacity; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.